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30 October 1957

MEMORANDUM FOR: Special Support Assistant to the DD/S

SUBJECT: Rest and Rehabilitation Program.

In pursuing the question of Rest and Rehabilitation Programs for our employees and their dependents stationed overseas, I should like to request that the following basic principles be kept in mind:

a. Our objective is to provide necessary rest and rehabilitation for the purpose of improving work efficiency.

b. In order to accomplish this objective, we wish to provide a change of scenery and, ideally, a change of climate. The latter may not always be possible.

c. The distances to be traveled from those stations for which such a Program is necessary will vary in accordance with the proximity of the stations to locations at which changes in scenery and climate can be provided. In other words, we should not attempt to provide all employees with opportunities for equivalent travel. Our Program should be one which does not provide travel for travel's sake and which cannot be alleged to be of indirect benefit to an employee amounting to an increase in pay.

d. To accomplish our objective and be consistent with these principles, I feel that a station-by-station analysis, to include routes and modes of transportation to R&R areas, is essential.

e. Again remembering our objective, the timing of these trips is important. I think that initially we should not count on more than one such trip per two-year tour of duty. Of course, it should not come too early in the tour, nor too late, but at a time which will improve the employee's efficiency to the maximum. (To take such leave at the termination of a tour would, in my judgment, be inconsistent with our objective.)

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/s/

L. K. White
Deputy Director
(Support)

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